

PROCEDURES OF THE INDIANA HERITAGE AND CULTURE COUNCIL

ARTICLE I NAME

- Section 1. The name of this body is the Indiana Heritage and Culture Council (Council), established by Executive Order 01-12.

ARTICLE II PURPOSES

The purposes for which the Council is formed are:

- Section 1. The Council shall advise, consult, and make recommendations to the Governor of the State of Indiana:
- a. regarding issues of heritage and culture in Indiana; and
 - b. regarding issues that involve Indiana state agencies and heritage and cultural resources and services; and
 - c. regarding issues that involve local agencies and private organizations and heritage and cultural resources and services.
- Section 2. The Council shall create a task force to develop a plan for the permanent appropriate location of the Indiana State Archives, Commission on Public Records:
- a. the plan shall be presented to the Governor no later than December 31, 2002.
- Section 3. The Council shall create a comprehensive statewide collaborative plan that:
- a. optimizes state, local and private resources;
 - b. continues the state's efforts toward preserving and conserving Indiana's heritage and culture.
 - c. the plan shall be presented to the Governor no later than December 31, 2002.
- Section 4. The Council shall monitor implementation of actions ordered by the Governor or legislation enacted as a result of these recommendations.
- Section 5. The Council shall work with the Indiana 2016 Task Force to:
- a. help prepare for the commemoration of the state's bicentennial; and
 - b. continue to assess the cultural values and needs of the state.

- Section 6. All purposes to be accomplished pursuant to the powers expressly granted in Executive Order 01-12;
- a. Individual members or organizations shall have no power to conduct business outside of Council meetings, unless granted authority to do so by the Council during a regular or special meeting.

ARTICLE III MEMBERS

- Section 1. The membership of the Council is established by Executive Order 01-12.
- Section 2. Members of the Council shall be appointed by the Governor, and shall serve at the pleasure of the Governor.
- Section 3. The membership of the Council shall consist of no more than 30 members as follows:
- A member of the Governor's policy staff,
 - A representative from the Office of the Lieutenant Governor,
 - A representative from the Indiana Arts Commission,
 - A representative from the Indiana Commission on Public Records,
 - A representative from the Indiana Department of Administration,
 - A representative from the Indiana Department of Commerce, through its Main Street Program or Tourism and Film Development Division,
 - A representative from the Indiana Department of Natural Resources, through its Division of Historic Preservation and Archaeology,
 - A representative from the Indiana Department of Natural Resources, through its Indiana State Museum and Historic Sites,
 - A representative from the Indiana Historical Bureau,
 - A representative from the Indiana State Library,
 - A representative from the Indiana 2016 Task Force,
 - A representative from the Indiana War Memorials Commission,
 - A representative from the Indiana Historical Society,
 - A representative from Historic Landmarks Foundation of Indiana,
 - A representative from the Indiana Humanities Council,
 - Two members of the Indiana Senate to be nominated by the President Pro Tem and the Minority Leader,
 - Two members of the Indiana House of Representatives to be nominated by the Speaker of the House and the Minority Leader,
 - One member each from the African-American, Asian, Hispanic, and Native American cultural communities to be nominated by the Council, and
 - Additional members as deemed necessary by the Council and Governor.

- Section 4. Members are expected to attend all meetings of the Council. If unable to attend a meeting, members representing an organization should designate a proxy so that the organization is represented.
- Section 5. If a member will be absent from a meeting:
- a. the member must notify the Chairman or Secretary three (3) business days prior to the meeting which will be missed.
 - b. an organizational member must provide the name of the proxy representing the organization to the Chairman or Secretary three (3) business days prior to the meeting which will be missed.
- Section 6. A quorum of members for the transaction of business at any Council meeting shall be 12 voting members appointed to the Council.

ARTICLE IV OFFICERS

- Section 1. The officers of the Council shall be a chair, a vice-chair, and a secretary.
- Section 2. The chair of the Council shall be a member of the Governor's policy staff.
- a. The duties of the chair shall be:
 - i. To call and preside over regular meetings of the Council;
 - ii. To supervise the conduct of the Council's business;
 - iii. To appoint special committees;
 - iv. To appoint chairs of all committees;
 - v. To receive proposed agenda items;
 - vi. To approve the agenda drawn up by the secretary;
- Section 3. The vice chair of the Council shall be voted upon by the Council.
- a. The duties of the vice chair shall be:
 - i. To preside over regular meetings of the Council in the absence of the Chair;
 - ii. To serve as ex officio member of all committees;
 - iii. To help facilitate committee goals
- Section 4. The secretary of the Council shall be the Director of the Division of Historic Preservation and Archaeology of the State of Indiana.
- a. The duties of the secretary shall be:
 - i. To complete the agenda for meetings of the Council, which shall include topics submitted to the secretary or chair prior to each meeting of the Council;
 - ii. To submit the draft agenda for each meeting to the chair for approval;
 - iii. To take the minutes of each meeting;

- iv. To distribute copies of the minutes and agenda to each Council member, with receipt by members as much in advance of the meeting as possible;
- b. The secretary may delegate these duties to a DNR employee.

Section 4. 5 The officers or their designees selected from the Council shall compile an annual report of the Council's activities, to be delivered to the Governor.

ARTICLE V PUBLIC RECORDS

Section 1. The agendas, minutes, annual reports, correspondence, resolutions, and all other documentary materials produced by the Council, its committees, or its members in the furtherance of their official duties, shall be public records within the meaning of Public Records Act, Indiana Code 5-14-3 et seq., or its replacement (unless repealed without reenactment).

ARTICLE VI MEETINGS

Section 1. The Council shall hold at least six (6) regular meetings each year.

Section 2. All meetings of the Council shall be conducted in accordance with the Indiana Open Door Law, Indiana Code 5-14-1.5 et seq., or its replacement (unless repealed without reenactment).

Section 3. Meetings shall be conducted in accordance with the Rules of Order. All discussion, motions, etc. shall conform to the *Roberts' Rules of Order Newly Revised*.

Section 4. Meetings shall be limited to that business on the agenda. Items not on the agenda may be:

- a. proposed (without discussion) for inclusion on the agenda for the next regular meeting of the Council; or
- b. may be referred for study by a committee at the chair's discretion.

Section 5. Discussion shall be limited to items on the agenda, and shall not include items or topics not on the agenda. The chair may limit discussion in order to facilitate business. If the discussion does not follow the agenda, the chair shall call the meeting to order, and move to the next item on the agenda.

Section 6. Participation by members of the public shall be limited to written questions, submitted prior to the meeting being called to order, pertaining to items on the agenda.

- a. The chair may read questions when that agenda item is being addressed, at the discretion of the chair;
 - b. Comments from the public addressing items on the agenda will be allowed under Public Comment at the end of the agenda;
 - c. The chair may impose limits on time allotted to address the agenda item. Speakers are encouraged to be brief and to the point.
- Section 7. The Council may set a time to adjourn meetings. Meetings should not extend beyond two hours' duration.

ARTICLE VII COMMITTEES

- Section 1. The Chair may appoint special committees in order to facilitate the conduct of business at regular meetings.
- Section 2. Committees shall be composed of members of the Council and members of the public appointed by the Chair.
- Section 3. All committee meetings shall be conducted in accordance with the Indiana Open Door Law, Indiana Code 5-14-1.5 et seq., or its replacement (unless repealed without reenactment).
- Section 4. Committees shall limit their activities to those issues referred by the chair and authorized by the Council.
- Section 5. The chair shall designate a chair for each committee, and each committee may choose a secretary.
- Section 6. The chair or vice-chair may sit on every committee in an *ex officio* capacity.
- Section 7. At the conclusion of the task for which a committee was appointed, the committee shall prepare a written report for presentation to the Council.
- Section 8. Committees may exercise only those powers expressly granted to them by the Council. The Council may grant only those powers expressly authorized by Executive Order 01-12.

ARTICLE VIII RULES OF ORDER

- Section 1. The rules contained in the current edition of *Roberts' Rules of Order Newly Revised* shall govern the Council in all cases to which they are

applicable and in which they are not inconsistent with these Procedures and any special rules of order the Council may adopt.

ARTICLE IX

PROCEDURES AND AMENDMENT

Section 1. These Procedures may be amended at any meeting of the Council by a majority vote of the members present who constitute a quorum provided that the amendment shall have been presented in writing at a previous meeting of the Council.

As amended February 8, 2002